

LAS VEGAS POLICE DEPARTMENT	ADMINISTRATION
SUBJECT: <i>Business Cards</i>	NUMBER: <i>ADM.38</i>
EFFECTIVE DATE: <i>9 September 2010</i>	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED:
NMMLEPSC STANDARDS:	Chief of Police Gary Gold NMSA:

I. PURPOSE:

The purpose of this Policy is to ensure the efficient and effective management of Cards: official-personal function by providing administrative guidance that identifies the responsibilities and processes within the uniform components of the department.

II. POLICY:

It is the policy of The Las Vegas Police Department to manage the function of Cards: official-personal in an effective and efficient manner by coordinating the efforts of uniform and other organizational components as provided in this policy.

III. APPLICABILITY:

This policy is applicable to all sworn and non-sworn employees of the Las Vegas Police Department.

IV. REFERENCES:

None

V. DEFINITIONS:

None

VI. PROCEDURE:

- A. Business or personal cards, which refer to this agency, shall be used by employees and Officers only in connection with the performance of Official duties

B. All cards used must conform to the approved Departmental format and may be obtained only by permission of the Chief of Police.

VII. ATTACHMENTS:

None